

NEIGHBORHOOD EDUCATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Neighborhood Education Manager exists is to involve citizens in educational programs and activities in the Citizen and Neighborhood Resources Department. This classification manages the Neighborhood Safety Specialist positions. Work is performed under general direction by the Customer Service and Communications Director. The Neighborhood Education Manager is distinguished from the Customer Service and Communications Director by a smaller scope of responsibilities.

ESSENTIAL FUNCTIONS

Coordinates all functions of the Scottsdale Neighborhood College program to encourage resident involvement, including sponsor development and maintenance, class topic development, campus logistics, promotions and training.

Designs and implements outreach from residents on programs and projects related to neighborhood enhancement.

Produces publications, such as the Neighborhood Resource Guide, designed to inform residents on neighborhood and community involvement services and opportunities.

Plans, coordinates and implements safety programs that focus on crime prevention, traffic calming, etc for the community.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Ability to:

Produce written documents with clear, organized thoughts using proper sentence construction, punctuation and grammar.

Operate standard office equipment using continuous and repetitive arm, hand and eye coordination.

Education & Experience

Any combination of training, education and experience equivalent to a bachelor degree in business or public administration or a related field and two years of experience coordinating programs that enhance public involvement.

FLSA Status: Exempt

HR Ordinance Status: Unclassified